



NATIONAL HIRE VACANCY ANNOUNCEMENT

OPENING DATE: December 6, 2005
CLOSURE DATE: December 20, 2005
POSITION TITLE: Project Management Specialist
GRADE: FSN-11 (In case a successful applicant does not meet the full education and/or experience requirements as stated, the position will be filled below the full performance grade level, at FSN-10 Trainee Level)

SUMMARY OF DUTIES:

The position is located in the Democracy and Social Reform Office (DSRO), USAID/Armenia. The primary purpose of this position is to serve as Project Manager for the Rural Reproductive Health (NOVA) and the Mobile Outreach Team (MOT) projects. Implements and manages these and other activities through contractors or cooperative agreement partners. Meets with host government officials to coordinate needs and negotiates selection of areas in which to provide assistance. Drafts Memoranda of Understanding and other project implementation documents. Conducts site visits and assists implementing partners in solving problems reported or identified during such visits. Monitors implementation through these visits and through regular reports from implementing agencies. Makes recommendations regarding hiring of key personnel, provides guidance and makes recommendations regarding approval for periodic payments. Evaluates fully implemented activities focusing on impact, lessons learned, problem areas and how these problems have been overcome. Monitors program strategies, and provides periodic updates. Prepares input for Annual Management Review and provides indicators and contributes to presentation of Annual Report.

REQUIRED QUALIFICATIONS:

- A Masters degree in public health or a medical degree is required.
- From five to seven years of progressively responsible experience in the health sector is required. At least two years of this should be with a U.S. or international organization.
- Level IV (fluent) in both English and Armenian is required. Fluent Russian is highly desirable.
- A thorough knowledge and understanding of the Armenian economy, particularly the health sector, is essential. This must be complemented by a comprehensive knowledge of the economic, political, social and cultural characteristics; and the economic development problems, resources, and development prospects and priorities for Armenia and the region.

- Management skills to strategize, develop and implement effective programs and projects in the health area are required. Must be able to obtain, analyze, and evaluate a variety of economic data; to organize and present these in concise written and oral form; to independently plan, develop, manage and evaluate important and complex activities; and to furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior level officials of the host government at the national, regional and local levels; with other donors and non-governmental organizations. Must have good computer skills in word processing and spreadsheet management.

WHO MAY APPLY: *Unlimited*

HOW TO APPLY: Complete SF 171 (Application for Federal Employment) or OF 612 (Optional Application for Federal Employment). Applicants may also attach a resume or CV. Application forms are available in the Main Entrance, Reception Area of the U.S. Embassy. Completed application forms must be deposited in the USAID Application Box located at the U.S. Embassy, 1 American Avenue, Yerevan, not later than close of business **December 20, 2005**. The full job description may be obtained from the Personnel Office, USAID/Armenia.